



**DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**CORRECTIONS STANDARDS AUTHORITY**

**THIRD-YEAR GRANT APPLICATION**

**Disproportionate Minority Contact  
Enhanced Technical Assistance Project**

**October 2008**

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## **BACKGROUND INFORMATION AND PROJECT DESCRIPTION**

The Corrections Standards Authority (CSA) is responsible for administering California's Title II funds, which support state and local delinquency prevention/intervention efforts and juvenile justice system improvements. Congress appropriates funds and the federal Office of Juvenile Justice and Delinquency Prevention awards them to states on the basis of their proportionate population under age 18.

To receive a Title II Formula Grants award, states must comply with four core requirements of federal law. One of these requirements is that states must demonstrate a good faith effort to address disproportionate minority contact (DMC), which refers to the overrepresentation of minority youth who come into contact with the juvenile justice system (at all points, from arrest through confinement) relative to their numbers in the general population.

As part of the CSA's ongoing efforts to address DMC, the CSA issued a competitive Request for Proposals (RFP) in July 2006 for the Enhanced DMC Technical Assistance Project (TAP), a three-year initiative designed to assist probation departments in understanding and identifying DMC and to equip these agencies with the tools and resources needed to provide leadership in developing and/or strengthening community-based DMC reduction activities. That RFP resulted in the following five counties being awarded up to \$150,000 each for Phase 1 of the Enhanced DMC-TAP: Alameda, Contra Costa, Los Angeles, San Diego and Santa Cruz.

As indicated in the 2006 RFP, funding for the second phase of the Enhanced DMC-TAP was contingent upon successful completion of the first phase. Similarly, funding for the third phase is contingent upon completion of the second phase. To this end, grantees who completed Phases 1 and 2 must complete this application for awards that will be made for Phase 3 of the Enhanced DMC-TAP (described below).

### **Enhanced DMC-TAP Phase 3 – Implementing the DMC Reduction Plan**

The purpose of this phase is to support implementation of the DMC reduction plan developed in Phase 2. Grant funds are earmarked for specific activities outlined in the DMC reduction plan (e.g., development of risk assessment tools, cultural awareness/competency training, implementation or expansion of prevention and/or diversion programs for at-risk youth). Funds are also available for continued support of DMC staff within the probation department.

Grant Period: January 1 through December 31, 2009

Grant Award: Up to \$200,000 will be awarded to each county that completes Phase 2 and submits and receives approval of the third and final application.

The Enhanced DMC-TAP includes an evaluation component implemented in Phase 2. This process evaluation, will identify the operational strengths and limitations of Phases 1 and 2 of the Enhanced DMC-TAP, and assist the CSA in planning future DMC activities. Cooperation will be required for the process evaluation as it continues into Phase 3.

## GRANT REQUIREMENTS

Eligibility: Only the five counties awarded a grant for Phases 1 and 2 of the Enhanced DMC-TAP are eligible to apply for third-year funding (Alameda, Contra Costa, Los Angeles, San Diego and Santa Cruz). In order to receive third-year funding, these counties must demonstrate that they successfully completed Phases 1 and 2, and that they have a sound plan for using funds in Phase 3. CSA staff will review this application and the **Quarterly Progress Reports** submitted by current grantees in determining third-year funding eligibility.

Board of Supervisors' Resolution: A resolution from the county Board of Supervisors addressing specific grant-related issues (**see Appendix A – Sample Resolution**) must be submitted with the grant application. In some cases, circumstances may preclude the submission of the resolution by the grant application due date. However, applicants must submit the resolution before the CSA can finalize the contract.

Data Collection/Progress Reports: Grantees must collect specified output and outcome data on federally required performance measures and submit these data to the CSA in quarterly progress reports (**see Appendix B – DMC Performance Measures**). Please note that the performance measures have changed for the third phase of the Enhanced DMC-TAP. In addition, grantees must participate in the process evaluation of the Enhanced DMC-TAP.

Invoices: Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. Grantees must submit invoices on-line to the CSA on a quarterly basis, within 45 days following the end of the reporting period. Grantees must maintain adequate supporting documentation for all claimed costs. For additional information, refer to the CSA's [Grant Administration and Audit Guide](#).

Audit: Grantees must submit an audit of expenditures (either grant-specific or as part of a federal single audit) within 120 days of the end of each 12-month grant period. Reasonable and necessary extensions to the timeframe may be granted if requested.

## APPLICATION DUE DATE AND SUBMISSION

Grant applications for third-year funding are due by **December 1, 2008**. The signed application **must** be mailed to Shalinee Hunter, DMC Coordinator, at the Corrections Standards Authority, 600 Bercut Drive, Sacramento, CA 95811. In addition, applicants **must** email the completed application to [Shalinee.hunter@cdcr.ca.gov](mailto:Shalinee.hunter@cdcr.ca.gov).

## FUNDING NOTIFICATION AND CONTACT INFORMATION

Applicants will be notified in writing of the decision on third-year funding within two weeks of submission of this grant application. Questions about the Enhanced DMC Technical Assistance Project or this grant application should be directed to Shalinee Hunter, DMC Coordinator, at 916-322-8081 or [shalinee.hunter@cdcr.ca.gov](mailto:shalinee.hunter@cdcr.ca.gov).

## APPLICATION INSTRUCTIONS

### **SECTION I: APPLICANT INFORMATION (Items A-G)**

- A. **Applicant Agency:** Only units of local government may be awarded these federal Formula Grant Program funds. Although this project focuses on probation, the eligible unit of local government is the county. Complete the required information (including federal identification number) for the county submitting the grant application.
- B. **Amount of Funds Requested:** The amount of grant funds requested for Phase 3 may not exceed \$200,000.
- C. **Implementing Agency:** Federal law allows a county to designate an agency to implement the project. For this grant, the implementing agency is the probation department. Complete the required sections.
- D. **Day-to-Day Contact Person:** Provide the required information for the individual with whom CSA staff would work on a daily basis during the 12-month grant period (in this case it should be the project's DMC Coordinator).
- E. **Designated Financial Officer:** Provide the required information for the individual who would approve invoices before the county submits them to the CSA and be responsible for the overall fiscal management of the grant. Reimbursement checks are mailed to the Designated Financial Officer.
- F. **Applicant's Agreement:** The person authorized by the County Board of Supervisors to sign for the unit of local government must read the assurances in this section, then sign and date the application. Typically, this would be the Chief Probation Officer.

### **SECTIONS II – VI**

The instructions for each of these sections are outlined in the application. Please be as concise as possible in your responses and use, at a minimum, an 11-point font.



California Department of Corrections and Rehabilitation  
Corrections Standards Authority

**Federal Formula Grants Program  
Enhanced DMC Technical Assistance Project  
January – December 2009**

**SECTION I: APPLICANT INFORMATION**

<b>A. UNIT OF LOCAL GOVERNMENT</b>			
COUNTY	ADMINISTRATIVE OFFICER		FEDERAL EMPLOYER ID NUMBER)
MAILING ADDRESS	CITY	STATE	ZIP CODE
<b>B. AMOUNT OF FUNDS REQUESTED</b>			
<b>C. IMPLEMENTING AGENCY</b>			
PROBATION DEPARTMENT		CHIEF PROBATION OFFICER	
NAME AND TITLE OF PROJECT DIRECTOR		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>D. DAY-TO-DAY CONTACT PERSON</b>			
NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>E. DESIGNATED FINANCIAL OFFICER</b>			
NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>F. APPLICANT'S AGREEMENT</b>			
By signing this application, the applicant assures that it will abide by the laws, policies and procedures governing this funding.			
NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)			
APPLICANT'S SIGNATURE			DATE

## SECTION II: ASSESSMENT OF PHASE 2 ACTIVITIES

- A. Describe how Phase 2 funds were used to facilitate collaboration among stakeholders (as identified in Section III of the grant application for second-year funding). If expenditures differed from what was outlined in the Phase 2 reapplication, please explain why.
- B. Describe how Phase 2 funds were used to develop DMC reduction strategies and/or Plan (as identified in Section III of the grant application for second-year funding). If expenditures differed from what was outlined in the Phase 2 reapplication, please explain why.
- C. Describe specifically any partnerships developed through Phase 2 and how these partnerships assisted in the development of DMC reduction strategies and/or Plan.
- D. Describe the services provided by the expert consultant during Phase 2. If those services differed from the work plan outlined in Section IV of the Phase 2 reapplication, please explain why.
- E. Were activities undertaken in Phase 2 according to the timeline in Section VI of the Phase 2 reapplication? Yes ☐ No ☐ If not, please explain why.

## SECTION III: DESCRIPTION OF PHASE 3 ACTIVITIES

- A. Does the grantee intend to retain the expert consultant utilized during Phase 1 and/or 2 of the Enhanced DMC-TAP? Yes ☐ No ☐

If the answer is no, explain why a change will occur and what process will be used to select a new expert consultant.

B. Describe the efforts that will be undertaken by the expert consultant during Phase 3 of the Enhanced DMC-TAP to ensure successful implementation of DMC reduction plan.

C. Will Phase 3 funds be used for continued support of DMC staff within the Probation Department? Yes ☐ No ☐

If the answer is yes, please explain both the staffing needs that funds will support and activities undertaken by that staff (e.g. DMC coordinator activities).

D. Describe how the collaboration efforts undertaken during Phase 2 will contribute to successful implementation of the DMC reduction plan during Phase 3 of the Enhanced DMC-TAP.

E. How will the success of the implemented DMC reduction plan be evaluated?

#### **SECTION IV: DMC REDUCTION PLAN**

The 2<sup>nd</sup> Phase was designed to support the education of juvenile justice system stakeholders (e.g., judges, district attorneys, public defenders, local law enforcement, social service and education agencies, community-based organizations and community members) about the probation department's DMC efforts and to engage stakeholders in the development of DMC reduction strategies and a long-term DMC reduction plan.

In order to receive Phase 3 funding, CSA must receive an email copy of the DMC reduction plan no later than December 30, 2008, however; for the purposes of this application please provide an overview or summary of the anticipated highlights within the plan (format should be similar to an Executive summary).

#### **SECTION V: PROPOSED BUDGET**

A. **BUDGET LINE ITEM TOTALS:** Complete the following table for the grant funds being requested in Phase 3 (up to \$200,000). While recognizing that counties may use different line items in the budget process, these are the ones used by the CSA on its invoices.



Proposed Budget Line Items	Grant Funds
Salaries and Benefits	\$
Services and Supplies	\$
Professional Services	\$
CBO Contracts	\$
Indirect Costs (may not exceed 10% of grant award)	\$
Fixed Assets/Equipment	\$
Other	\$
<b>Total</b>	<b>\$</b>

- B. **BUDGET LINE ITEM DETAILS:** Provide sufficient detail in each category to explain how the grant funds will be used (this should include the formulas in developing the cost).

**1. SALARIES AND BENEFITS (e.g., number of staff, classification, salary and benefits)**

**2. SERVICES AND SUPPLIES (e.g., office supplies, staff travel and training costs)**

**3. PROFESSIONAL SERVICES: (e.g., contract with an expert consultant)**

**4. COMMUNITY-BASED ORGANIZATIONS (e.g., contract with a CBO for expert consultant services)**

**5. INDIRECT COSTS:** Indicate percentage and how calculated. This total may not exceed 10% of the grant funds.

**6. FIXED ASSETS (e.g., computers and other office equipment necessary to perform project activities)**

**7. OTHER**

## SECTION VI: PROPOSED TIMELINE

Provide a proposed timeline for activities that will be undertaken in Phase 3 of the Enhanced DMC-TAP.

ACTIVITY	TIMEFRAME
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**APPENDIX A**  
**SAMPLE BOARD OF SUPERVISORS' RESOLUTION**  
Juvenile Justice Coordinating Council Review Form

**Counties must submit a resolution from the Board of Supervisors that includes, at a minimum, the assurances outlined in the following sample.**

WHEREAS the *(insert name of applicant county)* desires to participate in the Enhanced DMC Technical Assistance Project supported by federal Formula Grant funds and administered by the Corrections Standards Authority (hereafter referred to as CSA).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* is authorized on behalf of the Board of Supervisors to submit the grant application for this funding and sign the Grant Agreement with the CSA, including any amendments thereof.

BE IT FURTHER RESOLVED that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the county agrees to abide by the statutes and regulations governing the federal Formula Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

Passed, approved, and adopted by the Board of Supervisors of *(insert name of county)* in a meeting thereof held on *(insert date)* by the following:

Ayes:

Notes:

Absent:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

## APPENDIX B

### DMC PERFORMANCE MEASURES

#### OUTPUT PERFORMANCE MEASURES

# OUTPUT	MEASURE OBJECTIVE	DEFINITION	REPORTING FORMAT	NUMBER
1	Number of planning activities conducted	The number of DMC-related planning activities undertaken during the reporting period. Activities include number of Memoranda of Understanding (MOUs) developed, number of DMC Subcommittee meetings held, etc.	Number of planning activities undertaken	
2	Number of assessment studies conducted	The number of DMC assessment studies undertaken during the reporting period to determine factors contributing to DMC.	Number of assessment studies undertaken	
3	Number of data improvement projects implemented	The number of data improvement projects funded at the state or local levels specifically to improve the quality and completeness of DMC data.	Number of projects funded during the reporting period	
4	Number of objective decision-making tools developed	Report whether any objective decision-making tools were developed, such as detention risk, risk assessment, needs assessment, mental health assessment were developed to determine the supervision needs of the youth.	Number of tools developed	
5	Number of program/agency policies or procedures created, amended, or rescinded	The number of DMC-related policies or procedures created, amended or rescinded during the reporting period. Policies or procedures can be developed at the state or local levels. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are either relevant to the topic area of the program or policies that affect program operations.	Number of program/agency policies or procedures created, amended, or rescind	

## OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	DEFINITION	REPORTING FORMAT	NUMBER
1	Number of <u>local</u> agencies reporting improved data collection systems	The number of local-level agencies that show improved data collection systems as evidenced by an ability to collect data by race; collect data by race with increased accuracy and consistency; report timely data collection and submission, etc. during the reporting period. Data improvement project files are the preferred data source.	Number of improved local-level data collection systems during the reporting period	
2	Number and percent of program staff with increased knowledge of program area	The number of program staff who gained a greater knowledge of DMC and DMC-related topics through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of program staff trained during the reporting period who report increased knowledge B. Total number of program staff trained during the reporting period C. Percent (A/B)	
3	Number and percent of <u>non-program</u> personnel with increased knowledge of program area	The number of non-program personnel, such as representatives from law enforcement, courts, referral agencies, or community members who gained a greater knowledge of DMC and DMC-related topics through trainings or other formal learning opportunities. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of non-program personnel trained during the reporting period who report increased knowledge B. Number of non-program personnel trained during the reporting period and returning surveys C. Percent (A/B)	
4	Number and percent of recommendations from assessment studies implemented	Assessment studies contain multiple recommendations. Count the total number of those chosen for implementation.	A. Number of recommendations chosen for implementation B. Number of recommendations made C. Percent (A/B)	